

Date: April 17, 2008

To: AHETF SOP Manual Users  
From: AHETF QAU  
Re.: Updates to SOP Manual

This Standard Operating Procedures Manual contains several revised SOPs. These changes were based upon feedback from the Human Studies Review Board (HSRB) and the Environmental Protection Agency (EPA) following the June 2007 HSRB meeting. The specific SOPs that were revised are as follows:

AHETF-1.B.2.	Personnel Responsibilities
AHETF-1.C.1.	Study Director Selection
AHETF-1.G.0.	External Distribution of AHETF Documents
AHETF-2.C.2.	Protocol Design and Preparation
AHETF-3.B.1.	Use of AHETF and Contractor SOPs
AHETF-4.A.3.	Study Report Preparation
AHETF-5.B.1.	QAU Responsibilities for AHETF Studies
AHETF-5.C.1.	QAU Records
AHETF-5.D.1.	QA Master Schedule
AHETF-5.F.1.	Inspection/Audit Types and Frequency
AHETF-5.G.1.	Study Inspections
AHETF-5.K.1.	Inspection Report Distribution
AHETF-6.B.1.	Access to Archived Data
AHETF-6.D.0.	Access to Confidential Worker Info
AHETF-7.C.1.	Disposal of Test Substances
AHETF-8.A.3	Whole Body Sampling - Inner Dosimeters
AHETF-8.B.4.	Hand Wash Samples
AHETF-8.C.4.	Dermal Face/Neck Wipe Samples
AHETF-8.D.2.	Collection of Air Samples Using OVS Tubes
AHETF-8.E.4.	Fortification of Matrix Samples
AHETF-8.F.4.	Sample Identification
AHETF-8.G.2.	Worker Clothing Acceptability Criteria
AHETF-8.H.2.	Head Patch Samples
AHETF-8.I.3.	Foot Sampling - Socks
AHETF-8.J.1.	Laundering of Dosimeter Materials
AHETF-8.K.0.	Sample Quality
AHETF-10.C.3.	Worker and Study Observations
AHETF-10.E.2.	Worker Sample Collection Sequence
AHETF-10.G.1.	Personal Air Sampling Pump Calibration
AHETF-11.A.0.	Ethical Requirements for the Use of Human Subjects
AHETF-11.B.1.	Recruitment of Study Volunteers and Informed Consent
AHETF-11.C.0.	Worker Health Status
AHETF-11.D.0.	Pregnancy Testing
AHETF-11.E.0.	Pesticide Safety Precautions
AHETF-11.F.0.	Adverse Events Reporting for IRBs
AHETF-11.G.0.	Identification and Control of Heat Stress
AHETF-11.H.0.	Emergency Procedures for Human Subjects